

**Citrus College Adjunct Faculty Federation, AFT-6352**  
**Executive Board Meeting**  
**Minutes of January 12, 2009**

1. CALL TO ORDER

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3. Jeff Gordon called the meeting to order at 4:20

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5. OPENING REMARKS

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7. Jeff Gordon remarked that he was looking forward to serving the CCAFF as its interim president

8. and that he would be doing his best to implement strict parliamentary procedure for the sake of

9. efficiently run meetings.

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11. ATTENDEES

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13. Present at this meeting were: Peter Nguyen, Monica Lee, Mark Wessel and Jeff Gordon.

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15. APPROVAL OF MINUTES from December 15, 2008 E-Board Meeting.

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17. Mark moved and Monica seconded approval of the minutes. They were approved by general

18. consent.

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20. TREASURER'S REPORT

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22. Monica distributed the "CCAFF Schedule of Income & Expenditures 9/2005-9/2006" as well as

23. the December '08 balance sheet. Monica said there was a change in fees levied by the bank. An

24. additional \$25.00 maintenance fee was being assessed to the CCAFF account. Monica is work-

25. ing for an understanding with the bank that will remove this fee. The Treasurer's Report was ac-

26. cepted as reported.

27.

28. AUDIT REPORT

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30. Monica said the taxes and audit have been completed. The auditor recommends a change of

31. software for accounting purposes. Monica is weighing the pros and cons of this change. Also, the

32. Franchise Tax Board isn't recognizing the Local's "name". The auditor is working to resolve this.

33.

34. FIELD REPRESENTATIVE REPORT

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36. By general consent the agenda was amended to include a report by CFT Field Representa-

37. tive Peter Nguyen. 1) A grievance meeting was held on behalf of CCAFF member in Irene

38. Malmgren's office. She requested more time before issuing a formal response. Peter reported

39. that the tone of the meeting was positive and that he expressed his willingness to accommodate

40. Ms. Malmgren's request. 2) The upcoming **CFT Leadership Conference** would take place the

41. Feb. 5 and 6, and Peter encouraged participation by CCAFF E-Board members. Mark expressed

42. his willingness to attend the conference. 3) Peter also encouraged attendance of the March 4-8.

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47. **Higher Education Conference** in Florida. Jeff expressed an interest in this event. 4) **The CFT**  
48. **Convention** will take place March 20-22 in Sacramento. Delegates to the convention need to be  
49. certified by March 6, 2009. To that end, Peter outlined a proposal to include a delegate ballot as  
50. part of a larger "**Omnibus Ballot**" for CCAFF Officer Elections and Constitutional Amendments.  
51. For clarification, Peter read from Article VII, sections A - I. Of particular pertinence to current  
52. agenda action items was the following: "A. The Executive Board will appoint an Elections Com-  
53. mittee to manage the nominations and voting processes in accordance with this constitution and  
54. related By Laws of the Union. No member of the Executive Board or candidate for office may be a  
55. member of the Elections Committee. B. By the second Tuesday of February of each year, the Ex-  
56. ecutive Board will send via U.S. mail notice of nominations and election to the last known address  
57. of all union members. This mailing will specify the nomination process (including the deadline for  
58. nominations) and the election process (including place and time). C. No sooner than ten (10)  
59. instructional days after the notice was sent via U.S. mail and no later than the second Tuesday in  
60. March of that year, a general membership meeting on the Citrus College campus will take place at  
61. which nominations and the elections will transpire."

62.  
63. Jeff moved for a closed session of the meeting at this point to deliver the report on negotiation due  
64. to their sensitive nature. Mark seconded the motion and it was approved by general consent.

65.

66. The Closed Session ended at 5:28

67. A motion was made upon coming out of closed session. (See Action Item #7).

68.

69. COMMUNICATIONS

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71. Mark said a letter of appreciation for the service of Peter Nguyen was sent to CFT officials via e-  
72. mail in December.

73. **Newsletter:** Work has begun on new articles for the next Newsletter. Proposed articles include  
74. the following: 1) Negotiations update, 2) Description of Executive Board Member duties and  
75. Responsibilities as well as the advantages and compensation for serving, 3) Upcoming Executive  
76. Board Elections. Possible topics to address are: a) the need for an election committee, b) a call  
77. for nominations, c) a request for interested parties to contact current E-Board Members, d) a de-  
78. scription of the election process, e) a listing of the critical dates in the election process. Ideas for  
79. other articles and authors were requested. Jeff volunteered an article from the president. Monica  
80. volunteered an article in preparation for and explaining dues increases.

81. The need to set a publication date before the elections exists. It was determined that the  
82. Newsletter would be mailed to membership the first week in February by U.S. Mail.

83. **Website:** Mark Wessel received training on site management from Martin Mota in December. 1)  
84. Article and photo of Membership Blitz are up. 2) The current agenda was posted before proper  
85. formatting process was understood. This will be rectified for the next agenda posting. 3) The last  
86. newsletter was added to the Newsletter archives.

87. Rob Tyck agreed to be the website manager, but so far has not been trained. There is a lack of  
88. clarity as to how his services can be used in an efficient way. It was agreed that temporarily Mark  
89. would continue serving in the capacity of Newsletter editor and Website manager.

90. It was also agreed that two new categories be established on the website for the archiving of E-  
91. Board Minutes and Agendas.

92. Jeff alerted the Board to a problem with the website that was pointed out by member Bob Orso,  
93. claiming that the links to the Constitution and By Laws were not functioning. Mark agreed to look  
94. into the problem.

95.

96.

97. LEADERSHIP OPPORTUNITY

98. Committees on Campus: (This item was mistakenly added to agenda. It is tabled to another time.)

99.

100. ACTION ITEMS

101,

102. 1) Resolution to set Trial Date regarding Tom Gerfen. Jeff moved and Mark seconded a motion to  
103. set the trial for Thursday, February 19 at 9:00AM. The motion passed by general consent.

104. 2) Formation of Election/Bylaws Committee. Jeff moved and Monica seconded a motion to set  
105. General Elections for Monday March 2, 3-5:00PM and that a committee be appointed from the union  
106. membership for the purpose of managing the election. The motion was approved by general con-  
107. sent. Monica will reserve the Faculty Lounge for this purpose on the appointed date. Jeff stated that  
108. Stuart Ortiz has expressed an interest in serving on the Elections/Bylaws committee.

109. 3) Approval of funds to attend Annual CFT Conference. Jeff moved and Mark seconded a motion to  
110. approve funds of a maximum of \$3500. for (3) delegates to be sent to the annual CFT Conference in  
111. Sacramento, March 20-22. The motion passed by general consent.

112. 4) Approval of funds for CFT Leadership Conference in San Francisco. Jeff moved and Monica sec-  
113. onded a motion to approve funds of a maximum of \$1000. to send a representative to the CFT Lead-  
114. ership Conference February 5-6. The motion passed by general consent.

115. 5) Approval of funds for Higher Education Conference in Florida. Monica moved and Mark seconded  
116. a motion to approve funds of a maximum of \$1500. to send a representative to the Higher Education  
117. Conference in Florida March 4-8. The motion passed by general consent.

118. 6) Approval of funds for publication and distribution of next edition of Newsletter. Jeff moved and  
119. Monica seconded approval of a maximum of \$1000. to be spent on publication and distribution of  
120. the next edition of the Newsletter - to be distributed the first week of February. The motion passed by  
121. general consent.

122. 7) Negotiation Preparation and Training Compensation. Jeff moved and Monica seconded a mo-  
123. tion to amend current motions concerning compensation for time spent in Negotiations related group  
124. preparation and training, and attendance of Negotiations meetings at the rate of \$50/hr. The motion  
125. was approved by general consent.

126. 8) Authorization of Request. Jeff moved and Mark seconded authorization of attorney Jeff Boxer, to  
127. request last known addresses of union members from Human Resources/Payroll as needed, to be  
128. returned to the Union by January 31. The motion was approved by general consent.

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130. COMMENTS

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132. Monica mentioned the availability of gift cards purchased previously for the purpose of membership  
133. raffles to spur meeting attendance and participation, and suggested that these might be used for the  
134. General Election. Jeff recommended that the decision to use these should be deferred to the Elec-  
135. tions Committee members.

136.

137. NEXT MEETING DATES

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139. Thursday, February 12 at 4:00PM in CI 237

140. Thursday, February 26 at 4:00PM in CI 237

141.

142. ADJOURNMENT

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144. Mark moved and Jeff seconded for adjournment. There was general consent. The meeting was ad-  
145. journed at 5:53PM by President Gordon.

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